

Competency Based Questions

Preparing for university and job interviews

Competency-based interviews are systematic, with each **question** targeting a specific skill or **competency**. Candidates are asked **questions** relating to their behaviour in specific circumstances, which they then need to back up with concrete examples.

Answers follow the STAR process - specific situation, task, action, and result

- **Situation:** Describe the situation.
- **Task:** Describe what task was required of you.
- **Action:** Say what action you took.
- **Result:** Conclude by describing the result of that action

Communication

- Tell me about a time you had to adjust your communication approach to suit a particular audience.
- Tell me about a situation where your communication skills made a difference to a situation.
- Beside verbal communication, how do you effectively communicate with your team
- Tell me about a time your communication skills improved a situation

Critical Thinking and Problem Solving

- Give an example of a time when you had to make a difficult decision.
- Describe a time when you had to make an important decision
- Describe a situation when you worked without any guidance

Personal Effectiveness

- Describe a situation when you assumed the role of leader. Were there any challenges, and how did you address them?
- Describe a situation in which you were working as part of a team. How did you make a contribution?
- Tell us about a time where you faced a challenge leading your team. How did you address this?
- Describe a time where you positively contributed to your team.
- Give me an example of a time when you were particularly successful.
- What has been your greatest achievement
- Describe a situation where there was a disagreement among members of your team
- Tell me about a time you supported a member of your team who was struggling

Planning and Organisation

- Describe the biggest change that you had to deal with in the innovation proposal? How did you cope with it?
- Describe how you produced your innovation proposal
- Describe an occasion where you had multiple competing deadlines.

Creativity and Innovation

- What is the most imaginative or innovative task you have done?
- Tell me about a time where you had to think 'outside the box'
- Tell me about a project you worked on that required you to personally generate a lot of new ideas